Weekly Study Plan Worksheet

Using the blank calendar on the next page or a calendaring app, and following the steps below, plan your weekly study schedule.

1. Block off existing obligations this week (i.e. work hours, childcare, family meal times, doctor's appointment, etc)

2. Plan your fun first! To help motivate your study time, schedule your distractions, exercise and relaxation time. This will give you something to look forward to.

3. Clearly mark any due dates or assignment deadlines, and use the GOALS list to remind yourself of the top tasks you need to complete this week or next.

4. Focus on tasks not time, and be as specific as possible. Review the activities you need to complete this week, estimate the time required for the task, and create a block for that task. For example, "watch video lecture and take notes, 30 minutes" or "study for midterm exam, 60 minutes" or "write reflection essay, 30 minutes".

5. Use the pomodoro technique! When you begin a scheduled study block, work for 25-minute sessions followed by short breaks to keep your focus and energy going.

Pomodoro Technique

Pomodoro sets aside time for focusing on a specific task and rewards you with small chunks of time to be used for short breaks. There are six steps in the original technique:

1. Decide on the task to be done.
2. Set a timer for 25 minutes.
3. Work on the task.
4. End work when the timer rings and put a checkmark on a piece of paper.
5. If you have fewer than four checkmarks, take a short break (3–5 minutes), then go to step 2.
6. After four pomodoros, take a longer break (15–30 minutes), reset your checkmark count to zero, then go to step 1.

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STUDY PLAN FOR WEEK OF _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	**GOALS FOR THIS WEEK** (include due dates and deadlines)
Morning								
								1.
								2.
								3.
								4.
								5.
Afternoon								6.
								7.
								GOALS FOR NEXT WEEK (include upcoming due dates and deadlines).
								1.
Evening								2.
								3.
								4.
								5.
								6.
								7.

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